

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: NY023-200

MECHANIC
SIGNATURE: *John Row*

DATE: 3/9/21

LOCATION/RM #: Boiler and Mechanical Room

START TIME: 8am

FINISH TIME: 4pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	11972	9425	PM-FQT-9425	Trane	cfaa0231ualod	a15k82234	J-04 1-pc Air Handler	
NY023-200	12175	9425	PM-SA-9425	Trane	cfaa0231ualod	a15k82234	J-04 1-pc Air Handler	

BELT SIZE	QTY
Multiple Units	
FILTER SIZE	QTY
Multiple Units	

Make, Model and Serial number must be filled out and corrected if applicable.

Before and After Pictures Required

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Check/Lubricate blower and motor bearings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check operating voltage- indicate voltage in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- indicate voltage in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Visually check control valve(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Check operation of control valve(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

4	Check condition of coils	✓		
5	Visually inspect for coil leaks	✓		
6	Visually inspect for piping leaks	✓		
7	Check for deterioration of gaskets	✓		
8	Record differential temperatures	✓		
9	Record differential pressures	✓		
10	Check starter/contactors	✓		
11	Check and tighten electrical connections	✓		
12	Clean condensate pan and clear drain line	✓		
13	Check overall condition of unit- include year of model in note section	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Inspect and Change belt if needed- indicate size in note section	✓		
15	Change filter- indicate size in note section	✓		
16	Check integrity of cabinet hardware	✓		
17	Inspect motor mounting isolators	✓		
18	Check condition of pulley and belts	✓		
19	Check pulley alignment	✓		
20	Remove and dispose of any debris from any maintenance activity	✓		

21	Document tasks performed during visit and report any observations to supervisor	✓		
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Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency. To be performed by: HVAC Technician **Additional Notes:**

